

# memorandum

DATE: January 6, 2004  
REPLY TO:  
ATTN OF: 04-ORP-001 Chairman, Federal Technical Capability Panel  
SUBJECT: SAFETY SYSTEM OVERSIGHT (SSO) PROGRAM  
TO: Distribution – See Attached

The SSO personnel are a key technical resource assigned to oversee contractor management of safety systems at the U.S. Department of Energy (DOE) defense nuclear facilities. SSO personnel are responsible for overseeing assigned safety systems to ensure they will perform as required by the safety basis and other applicable requirements. This position is intended to complement the Facility Representatives who oversee day-to-day contractor operations at DOE's most hazardous facilities. Chapter III of the Federal Technical Capability Manual (DOE M 426.1-1A) outlines the duties and responsibilities, program requirements, and knowledge, skills and abilities for the SSO personnel.

We must ensure that this program is effectively and consistently implemented. To this end, I will conduct a meeting with senior SSO representatives from each program and site, and share key expectations and milestones for implementation. The meeting will be conducted at DOE Headquarters in Washington D.C. on February 25 and 26, 2004. The purpose of the meeting will be to develop a generic qualification program and qualification card for SSO personnel and to develop Criteria and Review Approach Documents for assessing program implementation.

Please provide John Swailes, (509) 376-0933, with names of your representative(s) by January 16, 2004. If you have any questions or comments, please contact me, (509) 376-6677.



Roy J. Schepens, Chairman  
Federal Technical Capability Panel

cc: Administrator, NNSA  
Under Secretary for Energy, Science and  
Environment  
FTCP Agents  
S. J. Coleman, INNOV

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